

DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, DC 20380-0001

MCO 4120.5E LA-PSE 29 May 90

MARINE CORPS ORDER 4120.5E

From: Commandant of the Marine Corps

Distribution List

Subj: MARINE CORPS STANDARDIZATION AND SPECIFICATION PROGRAM

(MCSSP)

(a) SECNAVINST 4120.3E (NOTAL) Ref:

(b) DOD 4120.3-M

(c) MCO 5000.13

(d) MCO 4120.11

(e) MIL-STD-961

(f) MCO 5711.1

Encl: (1) Standardization Project Transmittal Sheet

(2) Request for Scheduling a Standardization Project (4120)

(3) Standardization Document Preparation Transmittal (4120)

- Reports Required: I. Standardization Project Transmittal Sheet (Report Control Symbol DD-4120-01 (External RCS DD-P&L (AR) 759)), par. 6b(1) (k)
 - II. Standardization Accomplishment Report (Report Control Symbol DD-4120-02 (External RCS DD-P&L (A) 758)), par.

6b(1) (m)

- 1. <u>Purpose</u>. To implement the Department of Defense Standardization and Specification Program (DSSP) in the Marine Corps as required by the DoD to employ the policy and procedural guidance provided by the Secretary of the Navy per reference (a).
- 2. Cancellation. MCO 4120.12 and MCO 4120.5D
- 3. <u>Summary of Changes.</u> This revision contains a substantial number of changes and should be reviewed in its entirety.
- 4. Background. The DSSP, established by the Defense Cataloging and Standardization Act, Title 10, U.S. Code chapter 145, section 2451-2456, requires cooperation among the military services and the Defense Logistics Agency (DLA) to achieve an optimum degree of uniformity among the variety of items, materials, and engineering practices in all phases of the life-cycle of systems

and equipment developed for or used by the DoD. This legislation is implemented by the DoD and calls for a uniform series of specifications, standards, and related documents. Reference (b), prescribes mandatory procedures for the execution and administration of the DSSP. The DSSP covers a broad range of responsibilities and disciplines that will provide the increased reliability, maintainability, and supportability of the weapons systems/equipment used throughout the Marine Corps.

- 5. <u>Policy</u>. The MCSSP will be a strong and integrated effort ensuring that standardization is an essential consideration during all systems and equipment acquisitions. To be effective, all program and acquisition managers must ensure that:
- a. Military operational requirements for equipment and materiel shall be satisfied to the maximum extent practical through the use or adoption of existing nongovernment standards (NGS) and specifications and commercial item descriptions (CID) for all new systems and equipment. The order of precedence to be used when evaluating the use of nongovernment standards is as follows:
- (1) Existing NGS's and CID's, both domestic and international.
- (2) Adaptation of existing NGS and CID documents for military use, via incorporation of military requirements.
- (3) Existing federal or military standards and specifications, when adoption of existing NGS's and CID's would require full rewrite of the NGS or CID.
- (4) Adaptation of existing federal or military standards or specifications, via upgrades.
 - (5) Development of new standards and specifications.
- b. The metric system of measurement will be adopted per reference (c), for new system acquisitions and parts procurement, and for reprocurement actions for existing systems and parts when it is not considered detrimental. Consideration shall be given to the following areas relative to adoption of the metric system of measurement:
- (1) Areas where specific military need for materiel to be jointly used with NATO and other allied nations, or for materiel which has a potential for significant foreign sales or joint production.
- (2) Areas where defense industry preparedness or defense production readiness may be enhanced, or where industry has made

significant progress in metric conversion and production facilities are available.

- (3) Areas which offer a definite economic, operational, or other advantage, or where no disadvantage is incurred.
- c. Standardization shall be an essential consideration during systems and equipment acquisitions, including "inter" and "intra" system standardization of items and engineering practices. Existing items and engineering practices and documents shall be used in the system acquisition process phases as follows:
- (1) In the program initiation, concept exploration (CE) and the demonstration and validation (D&V) phases only to the extent that they satisfy the program needs and their use will not compromise the program objectives.
- (2) In the full scale development (FSD) and the production and deployment phases, whenever cost-effective. A parts control program shall be employed per reference (d) to reduce the costs and logistics burden associated with item material proliferation.
- d. Previously developed or acquired material of proven quality and design is promoted in all new undertakings, including design, development, acquisition, maintenance, and supply.
- e. Specifications, standards, and other documents generated under MCSSP shall state only the actual needs of the Government and describe the supplies and services in a manner which will encourage maximum competition. Such documents shall be prepared to document item and material requirements and engineering practices which are or will be subject to recurring application and shall:
- (1) Reflect engineering practices and products of the private sector where unique military requirements are essential.
 - (2) Permit maximum flexibility in their application.
- (3) Undergo coordination with interested Government activities and a representative segment of nongovernment interests prior to issuance.
- f. The sizes, types, and varieties of items shall be minimized by establishing efforts to control the entry of items into supply, and by eliminating nonessential items from the supply system expeditiously.
- g. The varying levels of responsibility assigned to the military departments in the accomplishment of standardization are explained in reference (b). Although the Marine Corps is neither

a standardization assignee nor an assignee activity for any Federal Supply Group or Class (FSG/FSC), it is designated as a Navy participating activity, for certain areas and as Navy custodian, or preparing activity, for various documents. In addition, the Marine Corps, as an interested activity, is responsible for participating in the coordination of numerous studies and document proposals. The responsibility for administrative control, coordination, and evaluation of matters associated with the various standardization projects, as delineated in the Standardization Directory (SD-1), has been divided by FSG or FSC, and delegated as follows:

Point of Contact

Responsibility for Matters Pertaining to

Commanding General, Marine Corps Research, Development, and Acquisition Command (PSE) Washington, DC 20380-0001

Standardization areas ATTS, CMAN, DPPR, EDRS, EDS, ENVR, MNTY, QCIC, RELI, and TMSS standardization projects and program plans

Commanding General, Marine Corps Logistics Base (Code 855), Albany, GA 31704-5000

Clothing and Textiles FSG 83, 84 (less 8455), and FSC 7210

Commandant of the Marine Corps Medals and Decorations Branch (MHM-1), Washington, DC 20380-0001

Decorations, medals, badges, buttons, ribbons, and appurtenances FSC 8455

Commandant of the Marine Corps Services Branch (LFS-4) Washington, DC 20380-0001

Subsistence Items, FSG 89

Commandant of the Marine Corps C4 Information Resources Management Branch (CCI) Washington, DC 20380-0001

Information Processing
Standards for Computers
(IPSC) area

Commandant of the Marine Corps Planning and Interoperability Branch (CCP), Washington, DC 20380-0001

International
Standardization for
Communication
Electronics, C3
Interoperability and
other Military
CommunicationsElectronics Board (MCEB)
efforts

Commandant of the Marine Corps Plans, Policies, and Operations (P), Washington, DC 20380-0001

Overall staff cognizance for International Standardization Programs

Point of Contact

Responsibility for Matters Pertaining to

Commanding General, Marine Corps Research, Development, and Acquisition Command (SSC),

Washington, DC 20380-0001

Rigid Walled Structures FSC 5411

Commanding General, Marine Corps Combat Development Command (Code WF12E),

Quantico, VA 22134-5000

International Military Standardization, NATO and ABCA Programs

Commanding General, Marine Corps Logistics Base (Code 853), Albany, GA 31704-5000

Item Reduction Studies

Commanding General, Marine Corps Logistics Base (Code 856), Albany, GA 31704-5000

All studies and documents for FSG and FSC, not cited above, assigned to the Marine Corps

- 6. Action. The responsibilities and actions for the individual commands/activities involved with this program are defined as follows:
- a. $\underline{\text{General Responsibilities}}.$ The following responsibilities and actions are applicable to all standardization program operating activities. Operating activities include all organizational elements of the Marine Corps whose functional responsibilities are affected by mandatory standardization decisions relating to design, research, engineering, technical requirements, stock management, acquisition, data processing, preservation, packing, and packaging. Responsibilities of operating activities participating in the program are assigned as follows:
- (1) Determines the degree of interest for all specifications, standards, and handbooks related to items for which there is direct responsibility; and furnishes CG MCRDAC (PSE) with this information for record purposes to be used for future document coordination actions. See reference (b) for definitions of degree of interest.
- (2) Reviews and evaluates all proposed standardization data forwarded for review, furnishing technical and related supply data. Comments to the coordination activity should indicate any other Marine Corps offices with which coordination has been accomplished.
- (3) Provides effective participation in standardization assignments by furnishing technically qualified personnel as representatives to meetings with committees, working groups, as required.

- (4) Refers to the CG MCRDAC (PSE) action correspondence pertaining to DSSP.
- (5) Refers to CG MCRDAC (PSE) all Joint Service standardization documents received directly that are policy directive in nature, for coordination and establishment of a formal, consolidated Marine Corps position.
- (6) Develops and prepares new specifications, revisions, or amendments to existing Marine Corps-prepared specifications, following the format and guidelines contained in reference (e). Resolves all comments received and incorporates comments as applicable.
- (7) Maintains necessary industry contact for the utilization of existing nongovernment/commercial documents, whenever practical, consistent with the objectives of the DSSP.
- (8) Adheres to all established project deadlines, exercising required administrative control to avoid requests for extensions. Only the CG MCRDAC (PSE) will request extensions on imposed deadlines on policy-related documents submitted by other DoD commands or outside agencies, for which a formal consolidated Marine Corps position is required.
- (9) Reviews Marine Corps-prepared purchase descriptions which are repetitively used to ensure that no existing coordinated specification is available, and takes action to convert to coordinated or limited coordination documents, as applicable, those documents for which there is a continuing requirement.
- (10) <u>Records Disposition</u>. Correspondence relating to the MCSSP include standards, handbooks, specifications and related documents, project status reports, standardization accomplishment reports, and all commentary and Marine Corps positions relative to these documents. The retention period for these documents is as follows:
- (a) Standards, handbooks, specifications, related documents, and all commentary associated with these documents will be retained as long as the documents are current. Upon revision to these documents, previous editions and comments will be destroyed.
- (b) Project status reports will be maintained with the project (document) as prescribed in paragraph 6a(10)(a).
- (c) Annual consolidated Marine Corps Standardization Accomplishment Reports, prepared by the CG MCRDAC (PSE), will be maintained for a period of 4 years, then transferred to the nearest federal records center for archival retention. The input to these reports will be retained by the submitting agencies for a period of 1 year, after submission year, then destroyed.

- b. <u>Specific Responsibilities</u>. The following specific responsibilities and actions are assigned:
- (1) <u>CG MCRDAC (PSE).</u> Implements SECNAV policy on DoD standardization and specification program initiatives, as required, for effective operation and control, to meet the needs of the program.
- $\,$ (a) Serves as the program management office for the MCSSP, providing implementing direction and procedures for MCSSP objectives.
- (b) Serves as the Marine Corps point of contact for MCSSP policy, planning matters, management, supervision, and administration of the program, including the functional areas delegated and assigned in paragraph 6a, above.
- $\,$ (c) Provides representation on departmental and interdepartmental committees assembled to discuss the DSSP policy and procedures.
- (d) Maintains liaison with the Defense Materiel Specifications and Standards Office (DMSSO), the Departmental Standardization Offices (DepSO) and the DLA.
- (e) Develops and coordinates internal Marine Corps program objectives and procedures, implementing applicable policy directives received from higher authority to achieve assigned standardization objectives and effective participation in the DSSP.
 - (f) Prepares recurring reports, as required.
- (g) Monitors preparation of standards and specifications and their use in acquisition and design, monitoring the elimination of overlapping and duplicating documents, and monitoring utilization of the metric system of measurement.
- (h) Furnishes assistance to operating activities during the development of draft standardization documents, reviews the final drafts for format and conflicts, assigns approval dates and numbers thereto, prepares camera-ready copy for HQMC and MCRDAC prepared documents, and processes all MCLB, Albany (MCLBA), HQMC, and MCRDAC prepared documents for printing and distribution.
- (i) Processes and coordinates Marine Corps prepared documents when HQMC or MCRDAC is the preparing activity.
- (j) Processes requests originating at HQMC and MCRDAC for establishment of projects to revise documents to include Marine Corps requirements, when the preparing activity of these documents is another (DoD) activity.

- (k) Monitors the Marine Corps program performance for adherence to established time schedules per reference (b), and submits project status reports, DD Form 1585, to the Air Force Logistics Command. (Report Control Symbol DD-4120-01 (External RCS DD-P&L(AR)759) is assigned to this reporting requirement.)
- (1) Assures implementation and maintenance of results of standardization projects/actions within the Marine Corps.
- (m) Prepares Standardization Accomplishment
 Report, per the guidelines of reference (b), and submits Marine
 Corps input annually, by 30 November, to the NAVSEA DepSO.
 (Report Control Symbol DD-4120-02 (External RCS DD-P&L(A) 758)
 is assigned to this reporting requirement.)
 - (n) Serves as focal point for all assigned FSG/FSC.
- $\,$ (o) Coordinates, within the Marine Corps, standardization documents related directly to the assigned areas of responsibility.
- (p) Prepares and transmits, for all assigned areas, the Marine Corps position for standardization documents reviewed per the procedures of reference (b).
- (2) <u>CG MCLB (Code 850)</u>, <u>Albany, Georgia</u>. In addition to being responsible for the actions required by an "operating activity," per paragraph 6a, above, the following responsibilities have been delegated under the program guidance of CG MCRDAC (PSE).
- (a) Administers coordination control within the Marine Corps of all standardization project proposals and related matters received for comment, for the FSG/FSC's assigned.
- (b) Initiates and processes standardization projects for documents for which MCLBA is the preparing activity, per the procedures contained in reference (a).
- $\,$ (c) Processes requests to incorporate Marine Corps requirements in documents prepared by other DoD activities, and providing the Marine Corps position for assigned areas.
- (d) Prepares and submits DD Form 1585 for MCLBA projects to the Air Force Logistics Command, per reference (a), and provides a copy to CG MCRDAC (PSE). A sample copy of the form is provided in enclosure (1).
- (e) Submits input for the Marine Corps Standardization Accomplishment Report, for MCLBA projects, per reference (a), to CG MCRDAC (PSE) by 30 October for consolidation.

- (f) Establishes and implements procedures for the execution of the policies stated in paragraph 5, above.
- (3) <u>CMC (LFS-4, MHM, CCI).</u> In addition to the general responsibilities, indicated in paragraph 6a, above, specific responsibilities for he assigned FSG/FSC areas are as follows:
- (a) Serves as point of contact for the assigned $\ensuremath{\mathsf{FSG/FSC}}$.
- (b) Coordinates, within the Marine Corps, standardization proposals related directly to assigned areas of responsibility.
- $\,$ (c) Prepares and transmits the Marine Corps position on all proposals reviewed, per the procedures of reference (a).
- (d) Prepares and submits DD Form 1585 for assigned projects to the Air Force Logistics Command per reference (b), and provides a copy to CG MCRDAC (PSE). A sample copy of the form is provided in enclosure (1).
- (e) Submits input for the Marine Corps Standardization Accomplishment Report, for CMC (LFS-4, MHM, and CCI) projects, per reference (b), to CG MCRDAC (PSE) by 30 October, for consolidation.
- (f) Establishes and implements procedures for the execution of the policies stated in paragraph 5, above.
- (4) $\underline{\text{CMC (P)}}$. Represents the Marine Corps on international standards worked at JCS/OSD level of provides policy guidance to CG MCCDC (WF12E) when required.
- (5) $\underline{\text{CMC (C2I)}}$. Coordinates Marine Corps participation in the area of communications-electronics and C3 interoperability in the international arena.
- (6) <u>CG MCCDC</u>, <u>Warfighting Center (WF12E)</u>, <u>Ouantico</u>, V<u>A</u>. Specific responsibilities for the following actions relative to the assigned functional area, as delineated in paragraph 5, above, in addition to compliance with the procedural requirements of reference (f), are as follows:
- (a) Coordinates Marine Corps participation in the development of international standardization agreements with the exception of communications-electronics and C3 interoperability efforts coordinated through the MCEB.
- (b) Coordinates the administrative aspects of the international military standardization program.

- (c) Coordinates Marine Corps participation and attendance at working parties and related conferences in the international military standardization community.
- (d) Maintains a repository of current international standardization documents (NATO, ABCA, and ASCC).
- (e) Coordinates review of allied publications for the Marine Corps, and as delegated, for the Department of the Navy.
- (f) Coordinates, within the Marine Corps, standardization documents related directly to assigned area of responsibility.
- $\mbox{(g)}$ Prepares and transmits the Marine Corps position on all documents per the procedures of reference (b).
- (h) Prepares and submits DD Form 1585 for assigned projects to the Air Force Logistics Command and provides a copy to CG MCRDAC (PSE). A sample copy of the form is provided in enclosure (1).
- (i) Submits input for the Marine Corps Standardization Accomplishment Report, for CG MCCDC (WF12E) projects, per reference (b), to CG MCRDAC (PSE), by 30 October, for consolidation.
- (j) Establishes and implements procedures for the execution of the policies stated in paragraph 5, preceding.

(7) CG MCRDAC (Program Management Offices)

- (a) Submit a standardization project request to CG MCRDAC (PSE) for all draft Marine Corps specifications and any revisions or updates, via NAVMC HQ Form 604 (Request for Scheduling a Standardization Project (4120)). Submission may be as early as 2 years before the specification is to be initiated or updated. A sample copy of the form is provided in enclosure (2).
- (b) Submit project data to CG MCRDAC (PSE), via NAVMC HQ Form 553 (Standardization Document Preparation Transmittal), to provide the basic project data and all updates to the project. A sample copy of the form is provided in enclosure (3).
- (c) For FSC 5411, Rigid Walled Structures, CG, MCRDAC (SSC) will have responsibility for the following areas, in addition to those imposed as an operating activity, paragraph 6a.
 - ${\tt 1}$ Serves as point of contact for the assigned FSC.

- 2 Coordinates, within the Marine Corps, standardization proposals related directly to assigned areas of responsibility.
- 3 Prepares and transmits the Marine Corps position on all proposals reviewed per reference (a) procedures.
- 4 Prepares and submits DD Form 1585, for assigned projects to the Air Force Logistics Command and provides a copy to CG MCRDAC (PSE). A sample copy of the form is provided in enclosure (1).
- 5 Submits input for the Marine Corps Standardization Accomplishment Report for CG MCRDAC (SSC) projects, per reference (b), to CG MCRDAC (PSE) by 30 October for consolidation.
- (d) Establishes and implements procedures for the execution of the policies stated in paragraph 5, above.
- 7. Availability of Standardization Documents. Federal and military specifications, standards, and handbooks, commercial item descriptions, and adopted nongovernment documents are listed in the DoD Index of Specifications and Standards (DoDISS, Parts I and II (Part I: Alphabetical, and Part II: Numerical). In addition, a "Federal Supply Classification Listing for DoD Standardization Documents" is also published which lists in FSG/FSC order the same documents listed in the DoDISS. This data is to be used by the military preparing activities to determine the distribution for coordination of draft proposals.
- a. <u>Distribution of Standardization Documents.</u>
 Distribution of both parts of the DoDISS; the FSG/FSC listing; and standardization documents listed therein is made by the Naval Publications and Forms Center (NPFC), Philadelphia, which is the single DoD stock point for standardization documents. Distribution is made following the lists furnished and is accomplished by FSG/FSC areas only and not on the basis of individual documents.
- b. <u>Requests for Individual Copies.</u> Requests for copies of individual documents may be forwarded to the Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, Pennsylvania 19120, on DD Form 1425 (Specifications and Standards Requisition).
- c. Availability of Forms. DD Form 1585 (Standardization Project Transmittal Sheet; NSN: 0102-LF-001-5852; U/I: Pads of 100; Cost: \$2 per pad) can be requisitioned from the Naval Publications and Forms Center. NAVMC HQ 553 (Standardization Document Preparation Transmittal) and NAVMC HQ 604 (Request for Scheduling a Standardization Project) can be obtained from CG MCRDAC (PSE).

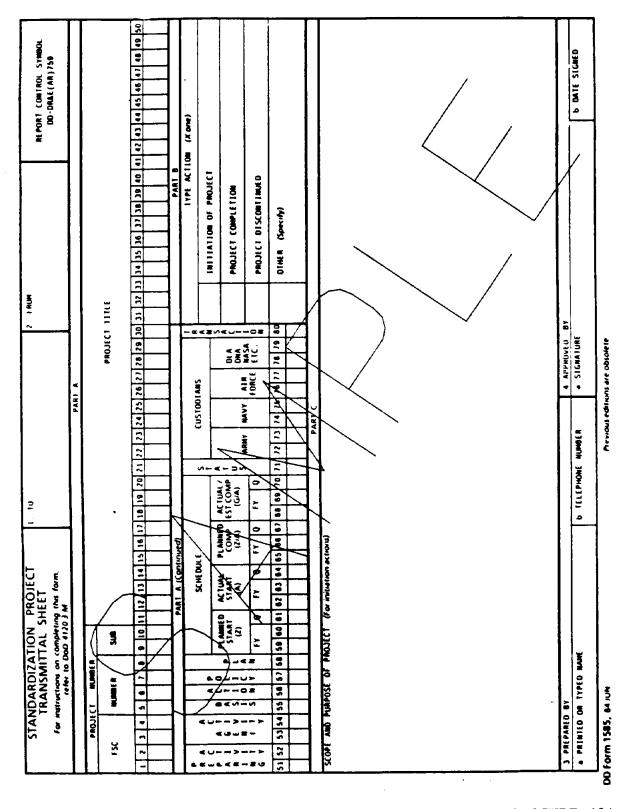
8. Reserve Applicability. This Order is not applicable to the Reserves.

J.R. DAILEY By direction

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Copy to: 7000110 (55)

6025002, 003 (5) 8145004, 005 (2) 7000144/8145001 (1)



ENCLOSURE (1)

REQUEST FOR SCHEDULING A STANDARDIZATION PROJECT (4120)

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